



## Correcting Social Security Numbers

### Correcting Social Security Numbers (SSN's) in EHRP

1. Navigate to: Home > Administer Workforce > Administer Workforce (USF) > Use > Correction
2. Insert a row on top of the OPM NOAC where the incorrect SSN was entered originally
3. On the Correction action, click on the Personal Data page and:
  - a. Enter the correct SSN - **DO NOT CHANGE THE SSN ON THE ORIGINAL ACTION THAT IS BEING CORRECTED.** For example, if the original action being corrected is a 1710 Hire Action, you would navigate to correction and insert a row on the 1710. **DO NOT** change the SSN on the original 1710 action, just on the Correction action.
  - b. If the SSN was a temporary SSN, change the Type/Description to PR from NONPR
  - c. Be sure to enter remark code: C11, which states: Corrects item \*\* (02) from \*\*\*\* (enter wrong SSN)
4. Process a correction to each OPM NOAC
5. For Non-OPM rows, i.e. 9000 series actions and cash/time off awards, use correct history to change the SSN
6. If the top row is a Non-OPM NOAC, to ensure the correction action flows to payroll you must process NOAC 9000, Correction of Data action, and:
  - a. Use a current effective date
  - b. Be sure to enter PAR remarks using "ZZZ" and indicate the SSN is being corrected

Please do not hesitate to contact Diane Sullivan or Flo Andrews if you have any questions.

End